Navy Advancement Center
Web site: http://www.advancement.cnet.navy.mil

Advancement Handbook for Storekeeper

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PREFACE

The purpose of the Advancement Handbook is to help you focus your preparation for Navywide advancement-in-rating examinations. The bibliographies (BIBs) together with this handbook form a comprehensive examination study package. Since this handbook provides skill and knowledge components for each paygrade of the SK rating, it helps you concentrate your study on those areas that may be tested. This feature will help you get the most out of your study time.

Each page in Parts 1 through 4 of this Advancement Handbook presents general skill areas, specific skill areas, the knowledge factors associated with each skill area, the pertinent references that address each skill, and the subject areas that may be covered on the examination. The skill statements describe the skills you are expected to perform for each paygrade. The skill statements are <u>cumulative</u>; that is, you are responsible for the skills for the paygrade you are competing for, your present paygrade, and all paygrades below.

Although this handbook is very comprehensive, it cannot cover all the tasks performed in the rating. As a result, the advancement examinations may contain questions more detailed than described in the *"Exam Expectations"* section of the skill areas.

Remember that advancement competition is keen, so your keys to advancement include not only comprehensive advancement examination study but also sustained superior performance.

Prepared by
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Part 1

Advancement Handbook for SK3

Advancement Handbook for SK3

General SK *Skill Area*	**Security**
A *skill* you are expected to perform from the General Skill Area above:	**Use key control procedures**
Knowledge you should have to perform this skill:	Recall the following key control related information: • Key control procedures • Requirements for conducting daily inspections • Supply space groupings
References you should study to gain the knowledge you need to perform this skill:	NAVSUP P-485, Volume I, Chapter 1
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the differences between the space groupings; about key control procedures and what type key and keyless padlocks are to be used; security of the grand master key; and who has access to duplicate keys.

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General SK *Skill Area*	**Technical Administration**
A *skill* you are expected to perform from the General Skill Area above:	**Maintain Material Outstanding Requisition (MOF) files**
Knowledge you should have to perform this skill:	Recall the following MOF related information: • Required forms • Number sequence and priority for forms
References you should study to gain the knowledge you need to perform this skill:	NAVSUP P-485, Volume I, Chapter 1
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about what type of requisition forms should be placed in the MOF and the number sequence and requisition priority for filing the forms.

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General SK *Skill Area*	**Technical Administration**
A *skill* you are expected to perform from the General Skill Area above:	**Perform follow-up procedures**
Knowledge you should have to perform this skill:	Recall information about follow-up actions, to include: • Priority requisitions • Status requests • Material shipped not received • Requisition modifiers • Cancellation requests
References you should study to gain the knowledge you need to perform this skill:	NAVSUP P-485, Volume I, Chapter 3
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the various types of follow-ups; when to send follow-ups on different priority requisitions; when to send a follow-up to request current status; how to identify and use requisition modifiers; and when to submit follow-ups on cancellation requests.

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General SK *Skill Area*	**Technical Administration**
A *skill* you are expected to perform from the General Skill Area above:	**Maintain completed requisitions**
Knowledge you should have to perform this skill:	Recall the following MCF maintenance information: • Types of documents • Additional documentation for completed documents • Filing sequence
References you should study to gain the knowledge you need to perform this skill:	NAVSUP P-485, Volume I, Chapter 4
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the type of documents to be filed in the MCF; what status documentation is attached to the completed document, and in what sequence documents should be filed.

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General SK *Skill Area*	**Technical Administration**
A *skill* you are expected to perform from the General Skill Area above:	**Prepare orders for supplies and services**
Knowledge you should have to perform this skill:	Recall information about: • Processing DD Form 1155 • Fast pay • Receipt and non-receipt of material • Processing a report of damaged goods • Processing material receipts
References you should study to gain the knowledge you need to perform this skill:	NAVSUP P-485, Volume I, Chapters 3 and 4
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about when and how to prepare DD Form 1155; about the definition and use of fast pay procedures; and about how to receive material and process a report of non-receipt for damaged goods.

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General SK *Skill Area*	**Technical Administration**
A *skill* you are expected to perform from the General Skill Area above:	**Prepare and maintain stock record cards and interpret Supply Financial Management (SFM) stock record procedures**
Knowledge you should have to perform this skill:	Identify manual and automated procedures for the following: • NAVSUP Form 1075 • NAVSUP Form 1114 • Automated reports related to stock record procedures
References you should study to gain the knowledge you need to perform this skill:	NAVSUP P-485, Volume I, Chapters 3 and 6
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about how to prepare and maintain manual stocks record cards and how to interpret SFM automated procedures related to stock record maintenance.

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General SK *Skill Area*	**Technical Administration**
A *skill* you are expected to perform from the General Skill Area above:	**Prepare requisition documents**
Knowledge you should have to perform this skill:	• Recall how to prepare and process the following requisition forms: -DD Form 1149 -DD Form 1348 -DD Form 1348-6 -NAVSUP Form 1250-1 -NAVSUP Form 1250-2 -NAVSUP Form 1314 • Identify SFM procedures for creating requisition documents • Recall open purchase procedures
References you should study to gain the knowledge you need to perform this skill:	• NAVSUP P-485, Volume I, Chapters 2 and 3 • NAVSUP P-485, Volume II • NAVSUPINST 4200.85, Enclosure (3)
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about data block entries for MILSTRIP requisition documents; the situation in which a particular requisition form should be used; how copies of the requisition forms are distributed; how to prepare a Servmart shopping list; about basic SFM procedures relating to requisition documents; and about the use of simplified acquisition procedures used in purchase orders, BPA's, and the government commercial purchase card program.

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General SK *Skill Area*	**Technical Administration**
A *skill* you are expected to perform from the General Skill Area above:	**Process material receipt documents**
Knowledge you should have to perform this skill:	Recall how to process the following receipt documents: • DD Form 250 • DD Form 1149 • DD Form 1155 • DD Form 1348 • DD Form 1348-1A
References you should study to gain the knowledge you need to perform this skill:	NAVSUP P-485, Volume I, Chapter 4
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on how to receive material from a DD Form 1348-1A; how to manually process documents, and the basic concept of IBS/LOGMARS systems; how to process a receipt from a DD Form 1155 and DD Form 1149; when the DD Form 1348 is used as a receipt document; and the purpose of the DD Form 250.

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General SK *Skill Area*	**Technical Administration**
A *skill* you are expected to perform from the General Skill Area above:	**Prepare a Casualty Report (CASREP)**
Knowledge you should have to perform this skill:	Recall procedures for preparing a CASREP
References you should study to gain the knowledge you need to perform this skill:	NAVSUP P-485, Volume I, Chapter 3
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You can expect questions concerning the supply aspect of data entries related to a CASREP.

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General SK *Skill Area*	**Technical Administration**
A *skill* you are expected to perform from the General Skill Area above:	**Prepare discrepancy reports**
Knowledge you should have to perform this skill:	Recall how to use the following forms: • SF Form 361 • SF Form 364 • SF Form 368
References you should study to gain the knowledge you need to perform this skill:	NAVSUP P-485, Volume I, Chapter 4
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the particular use of each discrepancy form, time frames for submittal, and financial limitation associated with each form.

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General SK *Skill Area*	**Technical Administration**
A *skill* you are expected to perform from the General Skill Area above:	**Prepare expenditure forms**
Knowledge you should have to perform this skill:	Recall how to use the following forms: • DD Form 200 • DD Form 1149 • DD Form 1348-1A
References you should study to gain the knowledge you need to perform this skill:	NAVSUP P-485, Volume I, Chapter 5
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the transfer of RFI and NRFI material; transferring material to MTIS and OSO's; and the preparation and use of DD Form 200.

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General SK *Skill Area*	**Technical Administration**
A *skill* you are expected to perform from the General Skill Area above:	**Determine source document data**
Knowledge you should have to perform this skill:	Recall the use of source document data
References you should study to gain the knowledge you need to perform this skill:	NAVSUP P-485, Volumes I and II
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the use of data extracted from NAVSUP P-485, Volume II, for the preparation of MILSTRIP requisitions.

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General SK *Skill Area*	**Technical Administration**
A *skill* you are expected to perform from the General Skill Area above:	**Identify bills for certification and payment**
Knowledge you should have to perform this skill:	Recall how to process the following forms: • NAVCOMPT 442 • DD Form 1155
References you should study to gain the knowledge you need to perform this skill:	NAVSUP P-485, Volume I, Chapter 4
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the payment of dealer's invoices; payment terms with discounts; payment to venders outside of CONUS; specific payment offices; and the use of BPA's.

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General SK *Skill Area*	**Technical Administration**
A *skill* you are expected to perform from the General Skill Area above:	**Use supply publications**

Knowledge you should have to perform this skill:	Recall the following general publications used by supply for daily operations:
	• *Naval Supply Systems Command*
	  - NAVSUP P-484
	  - NAVSUP P-485, Volumes I and II
	  - NAVSUP P-3013-1
	  - NAVSUP P-3013-2
	• Fedlog
	• NAVSUPINST 4200.85
	• SECNAVINST 5210.11
	• SECNAVINST 5215.1
	• SECNAVINST 5216.5
	• NAVICPMECHINST 4441.170

References you should study to gain the knowledge you need to perform this skill:	• *Naval Supply Systems Command* - NAVSUP P-484 - NAVSUP P-485, Volumes I and II - NAVSUP P-3013-1 - NAVSUP P-3013-2 • Fedlog • NAVSUPINST 4200.85 • SECNAVINST 5210.11 • SECNAVINST 5215.1 • SECNAVINST 5216.5 • NAVICPMECHINST 4441.170
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the use of general publications during daily operations.

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General SK *Skill Area*	**Logistics**
A *skill* you are expected to perform from the General Skill Area above:	**Prepare and maintain expenditure logs**
Knowledge you should have to perform this skill:	Recall information about processing material using the expenditure log
References you should study to gain the knowledge you need to perform this skill:	NAVSUP P-485, Volume I, Chapter 5
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about entries into the expenditure log; what column headings are used; the number and type of sections used in the log; and how the expenditure document number is developed.

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General SK *Skill Area*	**Logistics**
A *skill* you are expected to perform from the General Skill Area above:	**Process the issue of stock and direct turnover material (DTO)**
Knowledge you should have to perform this skill:	Recall how to prepare a material issue using the following forms: • NAVSUP Form 1250-1 • DD Form 1348-1A
References you should study to gain the knowledge you need to perform this skill:	NAVSUP P-485, Volume I, Chapters 4 and 6
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about authorized signature; quantity, and unit of issue differences; date and signature; routing of the receipted copy; and the RIP process in SUADPS-RT.

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General SK *Skill Area*	**Logistics**
A *skill* you are expected to perform from the General Skill Area above:	**Prepare Depot Level Repairables (DLR) for turn-in**
Knowledge you should have to perform this skill:	Recall how to process the following forms: • NAVSUP Form 1250-1 • DD Form 1348-1A
References you should study to gain the knowledge you need to perform this skill:	NAVSUP P-485, Volume I, Chapter 8 and Volume II, Appendix 1
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about RFI and NRFI DLR's; what annotations are made on the 1250-1 for exchange, remain in place and destroyed DLR's; the distribution of the 1250-1; the preparation of DD form 1348-1A for shipment; where unserviceable DLR's are shipped; the use of advice codes; and packaging and labeling requirements.

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General SK *Skill Area*	**Logistics**
A *skill* you are expected to perform from the General Skill Area above:	**Prepare material for shipment**
Knowledge you should have to perform this skill:	Recall how to perform the following actions: • Process material for shipment • Process DD Form 1384
References you should study to gain the knowledge you need to perform this skill:	• NAVSUP P-484 • NAVSUP P-485, Volume I, Chapter 7
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about proper packaging and labeling; shipping regulated material; use of the U.S. Postal Service and MOM; using the Defense Transportation System (DTs); and preparing material for ACA shipment.

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General SK *Skill Area*	**Logistics**
A *skill* you are expected to perform from the General Skill Area above:	**Prepare material stowage**
Knowledge you should have to perform this skill:	Recall storage and space allocation requirements
References you should study to gain the knowledge you need to perform this skill:	NAVSUP P-485, Volume I, Chapters 4 and 8
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about levels of protection; space lay out; material location; types of storerooms; types of storage bins; special material handling; hazardous material compatibility; compressed gas storage; and determining storage of shelf life material.

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General SK *Skill Area*	**Logistics**
A *skill* you are expected to perform from the General Skill Area above:	**Perform material inventories**
Knowledge you should have to perform this skill:	Recall the requirements for preparing for and conducting physical inventories, to include: • Types of inventories • Minimum accuracy rates • Count documents
References you should study to gain the knowledge you need to perform this skill:	NAVSUP P-485, Volume I, Chapter 6
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about preparing for an inventory; the different types of physical inventories and the circumstances under which they are used; inventory minimum accuracy rates; computing the accuracy rate from the inventory data; and how to prepare, review, and reconcile count documents.

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General SK *Skill Area*	**Logistics**
A *skill* you are expected to perform from the General Skill Area above:	**Prepare controlled equipage records**
Knowledge you should have to perform this skill:	Recall information about controlled equipage records, to include: • Processing NAVSUP Form 306 • Processing automated listing • Delegated authority
References you should study to gain the knowledge you need to perform this skill:	NAVSUP P-485, Volume I, Chapter 8
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the Controlled Equipage Item List (CEIL); who is delegated accountability; preparing NAVSUP Form 306 and automated listings; inventory procedures; and the processing and accountability of presentation silver.

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General SK *Skill Area*	**Financial Control**
A *skill* you are expected to perform from the General Skill Area above:	**Identity fund codes**
Knowledge you should have to perform this skill:	Recall information about fund codes, to include: • Using fund codes • Locating fund code data
References you should study to gain the knowledge you need to perform this skill:	NAVSUP P-485, Volume II, Appendix 30
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the use of fund codes; how to determine which fund code to use; and where to find fund code data.

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General SK *Skill Area*	**Customer Service**
A *skill* you are expected to perform from the General Skill Area above:	**Identity requisition status**
Knowledge you should have to perform this skill:	Review requisition status using customer service relations
References you should study to gain the knowledge you need to perform this skill:	NAVSUP P-485, Volume I, Chapters 1 and 3 and Volume II, Appendixes 1 and 16
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about using customer service principles to provide quality service; interpreting M&S codes to provide requisition status; and time frames and methods for providing status.

Part 2

Advancement Handbook for SK2

Advancement Handbook for SK2

General SK2 *Skill Area*	**Technical Administration**
A *skill* you are expected to perform from the General Skill Area above:	**Prepare Material Obligation Validations (MOV)**
Knowledge you should have to perform this skill:	Recall how to process the following: • Internal MOVs • External MOVs
References you should study to gain the knowledge you need to perform this skill:	NAVSUP P-485, Volume I, Chapter 3
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about when to initiate MOVs for various priority requisitions; the standard MOV cycle; document identifiers for MOVs; use of control cards, and the time frame for validating MOVs.

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General SK2 *Skill Area*	**Technical Administration**
A *skill* you are expected to perform from the General Skill Area above:	**Prepare Uniform Material Movement Priority System (UMMIPS) reports**
Knowledge you should have to perform this skill:	Recall how to identify the following: • Priority designators • Force activity designators • Limitations on high priority requisitions • The use of UNDS
References you should study to gain the knowledge you need to perform this skill:	NAVSUP P-485, Volume I, Chapter 3 and Volume II, Appendix 4
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the assignment of F/ADs to determine the priority designator; high priority requisition limits for various platforms; and the different UNDS and time frames assigned to the UNDS.

Advancement Handbook for SK2

General SK2 *Skill Area*	**Technical Administration**
A *skill* you are expected to perform from the General Skill Area above:	**Prepare Missing, Lost, Stolen, and Recovered (MLSR) Reports**
Knowledge you should have to perform this skill:	Recall how to process the DD Form 200
References you should study to gain the knowledge you need to perform this skill:	• NAVSUP P-485, Volume I, Chapter 5 • SECNAVINST 5500.4
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the assignment of the MLSR report number; the dollar value limitation; preparing the DD Form 200; required signatures, and to where the MLSR is submitted.

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General SK2 *Skill Area*	**Financial Control**
A *skill* you are expected to perform from the General Skill Area above:	**Process the Unfilled Order Listing (UOL)**
Knowledge you should have to perform this skill:	Recall how to process the UOL
References you should study to gain the knowledge you need to perform this skill:	NAVSUP P-485, Volume I, Chapter 9
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the time frame for processing the report; processing material above and below threshold; and the directives to use when processing the UOL.

Advancement Handbook for SK2

General SK2 *Skill Area*	**Financial Control**
A *skill* you are expected to perform from the General Skill Area above:	**Prepare accounting spreads**
Knowledge you should have to perform this skill:	Recall how to identify accounting spreads
References you should study to gain the knowledge you need to perform this skill:	NAVSUP P-485, Volume I, Chapter 9 and Volume II, Appendix 30
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about budget activity programs; the purpose of accounting data; what comprises the various data elements of an accounting spread; and a general understanding of SAC 207 accounting data.

Advancement Handbook for SK2

General SK2 *Skill Area*	**Financial Control**
A *skill* you are expected to perform from the General Skill Area above:	**Prepare Operating Target (OPTAR) reports**
Knowledge you should have to perform this skill:	Recall how to process the following: • OPTAR Document Transmittal Report (TL) • Budget OPTAR Report (BOR)
References you should study to gain the knowledge you need to perform this skill:	NAVSUP P-485, Volume I, Chapter 9
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about when to prepare financial reports; numbering the reports, what comprises the captions on the TL report; data used in blocks 21 through 24 on the BOR, and identifying the basic automated accounting reports.

Advancement Handbook for SK2

General SK2 *Skill Area*	**Financial Control**
A *skill* you are expected to perform from the General Skill Area above:	**Process the Summary Filled Order Expenditure Difference Listings (SFOEDL**)
Knowledge you should have to perform this skill:	Recall how to process the SFOEDL
References you should study to gain the knowledge you need to perform this skill:	NAVSUP P-485, Volume I, Chapter 9 and Volume II, Appendix 9
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about time frames for completion; what requisition differences are accepted; how to process a challenged requisition; and how the SFOEDL is used in SFM processing.

Advancement Handbook for SK2

General SK2 *Skill Area*	**Financial Control**
A *skill* you are expected to perform from the General Skill Area above:	**Process the unmatched expenditure listing**
Knowledge you should have to perform this skill:	Identify procedures for processing the unmatched expenditure listing
References you should study to gain the knowledge you need to perform this skill:	NAVSUP P-485, Volume I, Chapter 9 and Volume II, Appendix 15
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about matched, unmatched, and partially matched receipts; threshold values; what type of summaries are used; what files are used to research unmatched expenditure records; and how to process unmatched receipts.

Advancement Handbook for SK2

General SK2 *Skill Area*	**Financial Control**
A *skill* you are expected to perform from the General Skill Area above:	**Prepare departmental budget reports**
Knowledge you should have to perform this skill:	Recall how to process departmental budget reports
References you should study to gain the knowledge you need to perform this skill:	NAVSUP P-485, Volume I, Chapter 9 and Volume II, Appendix 5
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about where to extract data to prepare the report; how the report is produced in SFM procedures; and how the report is interpreted and the data utilized.

Advancement Handbook for SK2

General SK2 *Skill Area*	**Management and Supervision**
A *skill* you are expected to perform from the General Skill Area above:	**Review the supply portion of Casualty Reports (CASREP)**
Knowledge you should have to perform this skill:	Recall how to verify CASREP MILSTRIP data and message format
References you should study to gain the knowledge you need to perform this skill:	NAVSUP P-485, Volume I, Chapter 3
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about MILSTRIP data such as serial number, priority, and RDD and about message format and DAAS transmission.

Advancement Handbook for SK2

General SK2 *Skill Area*	**Management and Supervision**
A *skill* you are expected to perform from the General Skill Area above:	**Review inventory reports**
Knowledge you should have to perform this skill:	Recall how to prepare inventory reports
References you should study to gain the knowledge you need to perform this skill:	NAVSUP P-485, Volume I, Chapter 6
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the use of automated inventory reports (stock report, LBI, GBI, and stock status listing) and about conducting inventories; reconciling counts; determining accuracy rates; and preparing adjustment documents.

Advancement Handbook for SK2

General SK2 *Skill Area*	**Management and Supervision**
A *skill* you are expected to perform from the General Skill Area above:	**Coordinate inventories**
Knowledge you should have to perform this skill:	Recall requirements in preparing for inventories
References you should study to gain the knowledge you need to perform this skill:	NAVSUP P-485, Volume I, Chapter 6
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about preparing stock records; arranging the physical material; giving notice of a scheduled inventory; count and recount procedures, and utilizing inventory personnel.

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General SK2 *Skill Area*	**Logistics**
A *skill* you are expected to perform from the General Skill Area above:	**Review controlled equipage custody records**
Knowledge you should have to perform this skill:	Recall how to prepare and verify the accuracy of controlled equipage cards
References you should study to gain the knowledge you need to perform this skill:	NAVSUP P-485, Volume I, Chapter 8
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the Controlled Equipage Item List (CEIL); individual accountability; receipt and custody; equipage custody codes; producing automated listings; and inventory procedures.

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General SK2 *Skill Area*	**Logistics**
A *skill* you are expected to perform from the General Skill Area above:	**Maintain Coordinated Shipboard Allowance List (COSAL)**
Knowledge you should have to perform this skill:	Recall the following process: • COSAL maintenance • Preparing OPNAV Form 4790/CK • Preparing NAVSUP Form 1220-2
References you should study to gain the knowledge you need to perform this skill:	• NAVSUP P-485, Volume I, Chapter 3 • NAVICPMECHINST 4441.170
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the three parts of the COSAL as well as the associated indexes and sections; configuration validations and changes; and the use of the Ship's Configuration Change Form (OPNAV 4790/CK), and Allowance Change Request (ACRS) (NAVSUP Form 1220-2).

Part 3

Advancement Handbook for SK1

Advancement Handbook for SK1

General SK1 *Skill Area*	**Technical Administration**
A *skill* you are expected to perform from the General Skill Area above:	**Establish Per-Expended Bin (PEB) program**
Knowledge you should have to perform this skill:	Recall procedures to manage a PEB program
References you should study to gain the knowledge you need to perform this skill:	NAVSUP P-485, Volume I, Chapter 6
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about how a PEB program is established; what type of material is used; the price limitation; what frequency of demand is used to identify PEB material; and how to prepare a NAVSUP Form 1250-1 for PEB material.

Advancement Handbook for SK1

General SK1 *Skill Area*	**Financial Control**
A *skill* you are expected to perform from the General Skill Area above:	**Determine budget and material requirements**
Knowledge you should have to perform this skill:	Recall how to do the following: • Prepare budget requirements • Prepare material requirements
References you should study to gain the knowledge you need to perform this skill:	NAVSUP P-485, Volume I, Chapters 3, 6, and 9
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about using past material usage and current operation schedules to analyze budget requirements and determine the budget for each department; determining material requirements by establishing high, low, and safety limits to figure the average endurance for a given period of time; determining SIM requirements; and figuring consumable requirements in relation to the shipboard population.

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General SK1 *Skill Area*	**Financial Control**
A *skill* you are expected to perform from the General Skill Area above:	**Review the Summary Filled Order Expenditure Difference Listing (SFOEDL)**
Knowledge you should have to perform this skill:	Recall how to process the SFOEDL
References you should study to gain the knowledge you need to perform this skill:	NAVSUP P-485, Volume I, Chapter 9 and Volume II, Appendix 9
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about processing a challenged requisition; what publications to use to process the SFOEDL; and the time frames for distributing and processing the listing.

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General SK1 *Skill Area*	**Financial Control**
A *skill* you are expected to perform from the General Skill Area above:	**Review the Unfilled Order Listing (UOL)**
Knowledge you should have to perform this skill:	Recall how to process the UOL
References you should study to gain the knowledge you need to perform this skill:	NAVSUP P-485, Volume I, Chapter 9
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about how often the UOL is distributed; the procedures for processing threshold values; the publications used during processing; and the number of days allowed to process the listing.

Advancement Handbook for SK1

General SK1 *Skill Area*	**Financial Control**
A *skill* you are expected to perform from the General Skill Area above:	**Review the unmatched expenditure listing**
Knowledge you should have to perform this skill:	Recall how to process the unmatched expenditure listing
References you should study to gain the knowledge you need to perform this skill:	NAVSUP P-485, Volume I, Chapter 9 and Volume II, Appendix 15
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about reviewing procedures to ensure the processing of matched, unmatched, and partially matched receipts is performed correctly; priorities for processing summaries; the files used as research aids; the threshold values used; and the publications that should be referenced.

Advancement Handbook for SK1

General SK1 *Skill Area*	**Management and Supervision**
A *skill* you are expected to perform from the General Skill Area above:	**Review material stock levels**
Knowledge you should have to perform this skill:	Monitor stock levels of material and repair parts
References you should study to gain the knowledge you need to perform this skill:	• NAVSUP P-485, Volume I, Chapters 2 through 6, and 8 • NAVSUP P-485, Volume II, Appendix 9
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about using high, low, and safety limits to determine average endurance levels; classifying material as SIM or non-SIM for stocking repair parts; when to stock an NC item; determining average endurance levels for consumables; and using allowance type codes to identify the reason material is carried in stock.

Advancement Handbook for SK1

General SK1 *Skill Area*	**Management and Supervision**
A *skill* you are expected to perform from the General Skill Area above:	**Perform causative research on inventory adjustments**
Knowledge you should have to perform this skill:	Recall how to perform causative research and prepare DD Form 200 to adjust inventory records
References you should study to gain the knowledge you need to perform this skill:	NAVSUP P-485, Volume I, Chapter 6
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about how to perform preliminary research on missing stock material and the procedures for preparing a DD Form 200 to account for inventory losses of stock material and to adjust stock records.

Advancement Handbook for SK1

General SK1 *Skill Area*	**Management and Supervision**
A *skill* you are expected to perform from the General Skill Area above:	**Prepare annual inventory schedules**
Knowledge you should have to perform this skill:	Recall how to determine the inventory schedule for various types of material
References you should study to gain the knowledge you need to perform this skill:	NAVSUP P-485, Volume I, Chapter 6
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about scheduled and nonscheduled inventories; the frequency of inventorying items such as DLRs, classified and HAZMAT material, medical supplies, presentation silver, and controlled equipage; when to give notice of inventories; and the length of time given to perform storeroom inventories.

Advancement Handbook for SK1

General SK1 *Skill Area*	**Logistics**
A *skill* you are expected to perform from the General Skill Area above:	**Verify Depot Level Repairable (DLR) procedures**
Knowledge you should have to perform this skill:	Recall how to process DLRs
References you should study to gain the knowledge you need to perform this skill:	NAVSUP P-485, Volume I, Chapter 8
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the proper turn-in of RFI and NONRFI DLRs; advice codes; the pricing system; allowances; turning material over to a DOP; packaging and marking; and carcass tracking.

Part 4

Advancement Handbook for SKC

Advancement Handbook for SKC

General SKC *Skill Area*	**Security**
A *skill* you are expected to perform from the General Skill Area above:	**Evaluate supply department security programs**
Knowledge you should have to perform this skill:	Recall the process for reviewing security procedures
References you should study to gain the knowledge you need to perform this skill:	NAVSUP P-485, Volume I, Chapter 1
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about key control procedures for the supply space master and duplicate keys; maintaining security of the master key; and which department is responsible for the different supply space groupings.

Advancement Handbook for SKC

General SKC *Skill Area*	**Technical Administration**
A *skill* you are expected to perform from the General Skill Area above:	**Review the Per-Expended Bin (PEB) program**
Knowledge you should have to perform this skill:	Recall procedures for PEB material
References you should study to gain the knowledge you need to perform this skill:	NAVSUP P-485, Volume I, Chapter 6
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about procedures for establishing a PEB program and analyzing existing programs to determine adequate stocking levels.

Advancement Handbook for SKC

General SKC *Skill Area*	**Technical Administration**
A *skill* you are expected to perform from the General Skill Area above:	**Review Uniform Material Movement and Priority System (UMMIPS) reports**
Knowledge you should have to perform this skill:	Recall the UMMIPS process
References you should study to gain the knowledge you need to perform this skill:	NAVSUP P-485, Volume I, Chapter 3
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about processing time standards; the use of Force/Activity Designators (F/AD) and Urgency of Need Designators (UNDS); and the relationship between F/AD and UNDS to determine the priority designator.

Advancement Handbook for SKC

General SKC *Skill Area*	**Technical Administration**
A *skill* you are expected to perform from the General Skill Area above:	**Review Missing, Lost, Stolen, or Recovered (MLSR) reports**
Knowledge you should have to perform this skill:	Recall the MLSR report process
References you should study to gain the knowledge you need to perform this skill:	NAVSUP P-485, Volume I, Chapter 5
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about reviewing DD Form 200 for the MLSR number and correct signatures to ensure the material meets the criteria for MLSR and to what activity the MLSR report is submitted.

Advancement Handbook for SKC

General SKC *Skill Area*	**Technical Administration**
A *skill* you are expected to perform from the General Skill Area above:	**Review claims and bills for payments**
Knowledge you should have to perform this skill:	Recall the procedures for processing claims and bills for payment
References you should study to gain the knowledge you need to perform this skill:	• NAVSUP P-485, Volume I, Chapter 4 • NAVSUPINST 4200.85
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about reviewing dealer's invoices for payment dealing with fast pay, discounts, payment to vender when there is no supply officer onboard, payment to venders outside of CONUS, and the use of BPA's.

Advancement Handbook for SKC

General SKC *Skill Area*	**Management and Supervision**
A *skill* you are expected to perform from the General Skill Area above:	**Develop operational requirements for Servmart**
Knowledge you should have to perform this skill:	Recall procedures to operate a Servmart
References you should study to gain the knowledge you need to perform this skill:	NAVSUP P-485, Volume I, Chapter 3
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about establishing and maintaining a Servmart; how to determine what material to carry; developing a shopping guide; determining paper work flow for requisitions and the automated reports associated with operating a Servmart.

Advancement Handbook for SKC

General SKC *Skill Area*	**Management and Supervision**
A *skill* you are expected to perform from the General Skill Area above:	**Determine availability of materials and facilities required for ship or shore operations**
Knowledge you should have to perform this skill:	Recall procedures to assess material and facilities availability
References you should study to gain the knowledge you need to perform this skill:	NAVSUP P-485, Volume I, Chapter 3
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about arranging for the services of port services and the logistics of having incoming material sent to a particular port.

Advancement Handbook for SKC

General SKC *Skill Area*	**Logistics**
A *skill* you are expected to perform from the General Skill Area above:	**Review budget and material requirements**
Knowledge you should have to perform this skill:	Recall how to prepare budget and material requirements
References you should study to gain the knowledge you need to perform this skill:	NAVSUP P-485, Volume I, Chapters 3, 6, and 9
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about evaluating past, current, and future material requirements and how to plan and analyze departmental budget requirements.

Advancement Handbook for SKC

General SKC *Skill Area*	**Logistics**
A *skill* you are expected to perform from the General Skill Area above:	**Monitor the repairables management program**
Knowledge you should have to perform this skill:	Recall DLR procedures
References you should study to gain the knowledge you need to perform this skill:	NAVSUP P-485, Volume I, Chapter 8
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about monitoring DLR procedures; advice codes; pricing; procurement; carcass turn-in; inventory; SFM procedures; DPO's; and packaging and shipping.

Advancement Handbook for SKC

General SKC *Skill Area*	**Logistics**
A *skill* you are expected to perform from the General Skill Area above:	**Monitor COSAL maintenance**
Knowledge you should have to perform this skill:	Recall COSAL maintenance procedures
References you should study to gain the knowledge you need to perform this skill:	• NAVSUP P-485, Volume I, Chapter 2 • NAVICPMECHINST 4441.170
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about monitoring COSAL maintenance and validating Ship's Configuration Change Form (OPNAV 4790/CK) and Allowance Change Request (NAVSUP Form 1220-2).

Appendix 1

References Used in This Advancement Handbook

Rating	Short Title	Long Title	Chapters/ Paragraphs	Stocking Point
SK3	NAVSUP P-485, Volume I	Naval Supply Procedures	Chapters 1 through 9	Note 1
	NAVSUP P-485, Volume II	Naval Supply Procedures	Appendixes 1 through 10, 16, 18, 19, 23, and 28	Note 1
	NAVSUP P-484	Supply Afloat Fleet and Field Packaging Procedures	Paragraphs 6 through 8	Note 1
	NAVSUPINST 4200.85	Department of the Navy Simplified Acquisition Procedures (SAP)	Enclosure (3)	Note 1
	SECNAVINST 5210.11	Department of the Navy File Maintenance Procedures and Standard Subject Identification Codes (SSIC)		Note 2
	SECNAVINST 5216.5	Department of the Navy Correspondence Manual		Note 2
SK2	NAVSUP P-485, Volume I	Naval Supply Procedures	Chapters 3, 5, 6, 8, and 9	Note 1
	NAVSUP P-485, Volume II	Naval Supply Procedures	Appendixes 4, 9, 15, 25, and 30	Note 1
	SECNAVINST 5500.4	Reporting of Missing, Lost, Stolen, or Recovered (MLSR) Government Property		Note 1
	NAVICPMECHINST 4441.170	Coordinated Shipboard Allowance List	Chapters 3, 5, and 7	Note 1
SK1	NAVSUP P-485, Volume I	Naval Supply Procedures	Chapters 2 through6, 8, and 9	Note 1
	NAVSUP P-485, Volume II	Naval Supply Procedures	Appendixes 9 and 15	Note 1
SKC	NAVSUP P-485, Volume I	Naval Supply Procedures	Chapters 1 through 6, 8, and 9	Note 1
	NAVSUPINST 4200.85	Department of the Navy Simplified Acquisition Procedures (SAP)		Note 1
	NAVICPMECHINST 4441.170	Coordinated Shipboard Allowance List	Chapters 3, 5, and 7	Note 1

LEGEND:

Note 1 – To order, MILSTRIP to NAVICP PHILA (Stock No. from NAVSUP P2002) or via   INTERNET http://www.nll.navsup.navy.mil

Note 2 – INTERNET http://neds.nebt.daps.mil/